

MEMORANDUM FOR: Deputy Director/Administration
THROUGH: Deputy Director/Intelligence
THROUGH: Classification and Wage Division
SUBJECT: Request for T/O Change

Executive Registry

4-8352

1. It is requested that the following T/O changes be approved within the Geographic Area. It is understood that these changes will be made within present ORR personnel ceiling and budget allocations.

Slot No.	Series & Grade	From	To	Grade
F-857	150-14	OCh/GC - Deputy Chief	OCh/G - Special Asst.	GS-14
F-148-03	150-9	GG/N - Geographer	GG/S - Geographer	GS-9
F-147.06	150-11	GG/W - Geographer	GG/F - Geographer	GS-11
F-146.06	150-12	GG/H - Geographer	GG/E - Geographer	GS-12
F-173	150-11	GG/T - Geographer	GG/S - Geographer	GS-11
F-952.03	150-7	GL/P - Geographer	GG/E - Geographer	GS-7
F-146.02	150-12	GG/E - Geographer	OCh/GG - Geographer	GS-12
F-227.01	1410-5	GL/C - Librarian	OCh/GL - Clerk-Steno	GS-5
F-659	322-3	GL/C - Clerk-Typist	GL/C - Clerk-Typist	GS-4
F-900	305-3	GL/C - File Clerk	GL/C - File Clerk	GS-4
F-236	305-3	GL/C - File Clerk	GL/C - File Clerk	GS-4
F-236.01	305-3	GL/C - File Clerk	GL/C - File Clerk	GS-4

2. Justifications for the changes are as follows:

a. Slot F-857, Deputy Chief of the Cartography Division, should be transferred to the Office of the Chief of Geographic Research and changed to Special Assistant. This transfer is requested in order to effect proper accomplishment of the duties required of the Chief, Geographic Research. This position involves staff work of a substantive nature.

b. Slots F-148.03, 147.06, 173, 942.03, and 146.06 should be transferred because of changes in workload.

c. Slot F-146.02 should be transferred in order to provide for increased emphasis on Soviet mapping intelligence.

d. Slot F-227.01 should be transferred to the Office of the Chief of the Map Library Division in order to furnish support for a heavy workload.

e. Slots F-659, 900, 236, and 236.01 appear to warrant Classification review inasmuch as the duties being performed are of greater significance than was contemplated in the former T/O presentation.

~~SECRET~~

f. With the reorganization of the Geographic Area of August 1952, a continuous decentralization from the Chief, Geographic Research, to his divisions of administrative responsibilities has taken place. Accordingly, the duties of the divisional secretaries have been changed to some extent. Job descriptions for Slots F-861, 889, 138, and 681 have been provided to the Classification and Wage Division and request for review of these positions is herein formalized.

3. Complete functions for the Geographic Research Area have been developed and will be made available to you for present and future use. In addition, job descriptions now exist for all positions within the Geographic Research Area where they are on file for your review in connection with this request change.

[REDACTED]
OTTO E. GUTHE
Assistant Director
Research and Reports

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CONCURRENCE:

[REDACTED]
Assistant Management Officer, DD/I Area

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[REDACTED]
Spec. Ass't (Admin) to DD/I